

December 30, 1999

TO: Departmental Personnel Officers
Staff Agencies and Offices

FROM: Mark Epstein, Chief
Training Branch

SUBJECT: **January – April 2000 HRD TRAINING SCHEDULE**

Attached is the Department of Human Resources Development (HRD) training schedule for the island of Maui for the period January through April 2000. Classes are provided by Maui Community College. We have included the following items for your use:

- Vendor Registration Procedures
- Registration Form HRD 410
- Class Location Codes and Course Provider List for Registration & Payments

Since classes will begin in January, please distribute the schedule early enough to allow for your internal approval procedures and to meet the registration deadlines for all vendors. If you have any questions, please contact Carol Maeda at 587-1050.

Attachments



Maui Training Schedule

**January - April
2000**

**State of Hawaii
Department of Human Resources Development**

VENDOR REGISTRATION PROCEDURES (Community Colleges)

REGISTRATION:

Approved HRD Form 410 (revised, 11/98) must be received by the course provider (vendor) no later than **ten working days** prior to the class start date. This advance timeframe allows a vendor to determine class confirmation.

List employee names in order of priority on the HRD Form 410. If the number of registrants exceeds class capacity, confirmation will be according to departmental priority.

The HRD Form 410 is sent to the respective course provider (vendor) regardless of class location listed in the training schedule (see attached Course Provider List).

The course provider is identified in the course fee column. For example: '\$20.00-KCC.'

CONFIRMATION:

Enrollment is confirmed on a first-come, first-served basis. Each course provider (vendor) will notify the contact person listed on the 410 when **confirming** attendance. To facilitate the confirmation process, departments should provide a **FAX** contact number as well as a phone number.

- ***Important Note:*** Vendor will notify only those confirmed to attend a class. Therefore all registrants (whether DPOs or employees) are reminded that they should not assume confirmation status without verification from the vendor.

CANCELLATION:

The vendor will accept cancellations up to **five working days** prior to the start of class. Cancellations less than five working days prior to the start of class will be charged the class registration fee.

Course providers will notify the **department contact person** when a class is cancelled or if there are any class changes.

SUBSTITUTION:

Substitutes are allowed by course providers. Each substitute must inform the class instructor of the employee's name they are replacing.

PAYMENT:

Class payment is made to the respective course provider (vendor) as indicated in the course fee column upon receipt of invoice.

PARKING/SPECIAL NEEDS:

Parking arrangements are to be handled through each course provider.

Departments must indicate any arrangements on the HRD Form 410 for special needs (e.g. sign language interpreter, large print materials, mobility devices, etc.) that is sent to the vendors.

**NOTE: These procedures are for the departmental personnel office, only.
Individual employees must register for classes through the DPO.**

State of Hawaii
Department of Human Resources Development Sponsored Courses
Registration Form

Course Information:

Title: _____ Course Date/Time: _____

Provider: _____ Course/Session no. (if applicable) _____

Location /Campus: _____ Fee \$ _____

Provider's Address:

Department Information:

Dept. Name/Address:

Contact Person: _____ **Phone:** _____ **P.O.:** _____

Instructions:

- 1) List only **one** class and session per form. **FAX No.:** _____
- 2) List participants **in order of priority**.
- 3) Mail this registration form **directly** to the course provider or departmental personnel office (if applicable). Enrollment is on first come, first served basis.
- 4) Persons who have **special needs** (e.g. sign language interpreter, large print materials, mobility devices, etc.) should note this on the Form 410 and submit it **no later than 10 working days** prior to the start of class.

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Name/s (Last, First, M.I.)	Soc. Sec. No. *	Title	Division	Phone No.
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***Include social security number for classes being conducted by the community colleges or Dept. of Human Resources Development. Social security number will be used for registration purposes only.**

I have determined that this training is appropriate for the position(s) listed above.

Signature of Dept. Head or authorized rep.: _____ Date: _____

MAUI CLASS LOCATION CODES

Class Location

Ma MCC Lau

Location Address

Maui Comm. College, Laulima Bldg., 310 Kaahumanu Ave.

COURSE PROVIDER FOR REGISTRATION & PAYMENTS



Maui Community College (MaCC)

VITEC/PACE/COMP TECH

310 Kaahumanu Avenue

Kahului, HI 96732

Ph: 984-3231

Fax: 244-9632

MAUI COMMUNITY COLLEGE

Reminder: Register with your departmental personnel office

COMPUTER

(classes beginning February 7, 2000)

BASIC COMPUTING SKILLS

Learn to use the computer at a friendly, easy going pace. Topics include the basics of Personal Computers, Windows 95/98, Microsoft Word, and Excel. Special emphasis is given to improving keyboarding skills and gaining confidence in using the computer. Class time is allowed to practice subjects covered in the course. An ideal course for the computer novice.

Prerequisite: None. Textbook included in registration cost.

00WC609	Feb. 7-25	M/W/F	8:30-11:30am	\$375.00-MaCC	MaMCCLau
00WC610	Mar. 14-Apr. 6	Tu/Th	8:30-11:30am	\$375.00-MaCC	MaMCCLau
00WC611	Apr. 11-May 4	Tu/Th	8:30-11:30am	\$375.00-MaCC	MaMCCLau

INTRODUCTION TO WINDOWS

An essential course for the user new to Windows. Topics include using the start button and task bar, creating shortcuts, managing the desktop, working with multiple windows, and much more. Learn how to find and manage documents, use the online help, and the recycle bin.

Prerequisite: Intro to PCs or some computer experience

00WC620	Mar. 22, 24		1:30-4:30pm	\$97.00-MaCC	MaMCCLau
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WINDOWS SETTINGS AND UTILITIES

Learn how to customize your work environment, optimize your system's settings, perform general maintenance and backup, troubleshoot common problems, install and uninstall hardware and software, and much more.

Prerequisite: Intro to Windows or equivalent experience.

00WC625	Feb. 28, Mar. 1, 3		1:30-4:30pm	\$135.00-MaCC	MaMCCLau
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WORD LEVEL 3

An in-depth look at Word's advanced features including templates, styles, outlines, field codes, macros, and more.

Prerequisite: Word Level 1 & 2 or equivalent experience.

00WC642	Feb. 16, 18, 23, 25		1:30-4:30pm	\$185.00-MaCC	MaMCCLau
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EXCEL LEVEL 1

An ideal introductory course on spreadsheets. Excel is the easy way to combine text, graphics, and numeric data! Topics include the basics of creating and editing a spreadsheet, creating formulas, using functions, formatting and printing.

Prerequisite: Intro to Windows or equivalent experience.

00WC647	Mar. 6, 7		1:30-4:30pm	\$115.00-MaCC	MaMCCLau
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EXCEL LEVEL 2

Explore the techniques needed to go beyond the basics of traditional spreadsheets! Discover how to create charts and graphs, work with functions, create and use Excel templates, link workbooks, and much more! Also covered are the worksheet protection feature and combining text and graphics.

Prerequisite: Excel Level 1 or equivalent experience.

00WC647	Mar. 8, 10, 13, 15	1:30-4:30pm	\$185.00-MaCC	MaMCCLau
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ACCESS LEVEL 1

An ideal introductory course on database management. Access is the powerful yet easy to use way to store and retrieve any type of information. Topics include the basics of creating and using tables, forms, queries, and reports.

Prerequisite: Intro to Windows or equivalent experience.

00WC662	Apr. 12, 14	1:30-4:30pm	\$115.00-MaCC	MaMCCLau
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ACCESS LEVEL 2

Discover the power of Access for yourself! Learn how to create advanced forms and reports combining text, graphics, and numeric data, use calculated fields and functions, set up data validation for user input, and much more! Sharing data between applications is also covered.

Prerequisite: Access Level 1 or equivalent experience.

00WC666	Apr. 17, 19, 24, 26	1:30-4:30pm	\$185.00-MaCC	MaMCCLau
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ACCESS LEVEL 3

Learn to utilize the full power of Access! In this class you will build on the concepts learned in the Intermediate class by creating advanced forms and queries, linking data, creating custom charts, using formulas and more!

Prerequisite: Access Level 2 or equivalent experience.

00WC668	Apr. 28, May 1, 3, 5	1:30-4:30pm	\$195.00-MaCC	MaMCCLau
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POWERPOINT

PowerPoint is used to create dynamic presentations on slides, overheads, transparencies, paper, or electronic multi-media. Topics include the basics of designing an electronic slide show, formatting text, using special effects, importing graphics, and more!

Prerequisite: Intro to Windows or equivalent experience

00WC671	Apr. 3, 5, 7, 10	1:30-4:30pm	\$185.00-MaCC	MaMCCLau
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INDIVIDUAL / INTERPERSONAL DEVELOPMENT

RESOLVING CONFLICT IN THE WORKPLACE

Examine how you approach difficult situations in your work environment. Do you avoid the situation until it all “blows over”? Do you confront aggressively and have regrets later? Do you negotiate with the other party to come up with mutually acceptable solutions? Gain tools to better manage and resolve conflicts with your employees, employer, and clients. Using the Myers Briggs Type Indicator, learn about your own communication preference and conflict style, as well as the styles of others. Look at patterns and see how you may get “stuck” in the same old behaviors. Learn a way to focus on solutions with a clear, concise problem-solving system. And practice using this system to resolve difficult situations you may be experiencing right now. Tackle tough workplace issues and improve relationships for a more harmonious and productive workday.

(#WV201MS) Apr 5 9:00 – 5:00pm \$179-MaCC MaMCC Lau

BUSINESS WRITING CLINIC

Learn to organize your thoughts and get positive results from your letters, memos, reports, and proposals by writing persuasively, clearly and powerfully. Break down the writing process into a few straightforward steps that will help you communicate your thoughts with clarity and ease! Learn appropriate formats and practical approaches to punctuation, paragraphing, proofreading, editing, and spelling..

(#WV218CM) Mar. 17 & 24 8:30 – 12:30 pm \$89.00-MaCC MaMCC Lau

PRESENTATION AND COMMUNICATION SKILLS FOR SUCCESS

Your presentation is the gift of your uniqueness to the world. How you package your professional self and present that gift is the key to your success. Communication skills are essential for achieving success, rated even higher than intelligence and formal education. To inform, to persuade, and to inspire, learn to do all with confidence, clarity and ease. Learn to adapt your communication style to fit the situations. Master techniques to express yourself powerfully and naturally. Assimilate powerful skills, tools and information to enhance your effectiveness, confidence, clarity and ease in communicating. With the use of fun props and games, we promise you’ll enjoy yourselves as you learn!

(#WV219CM) Mar 9 9:00 – 4:00 pm \$89.00-MaCC MaMCC Lau

ASSERTIVE COMMUNICATION SKILLS FOR WOMEN

How to remain a dolphin while swimming with the sharks. Women: Tired of feeling like you’re being eaten alive to “make it” in a man’s world? Come and learn how to be a powerful, “feminine” force instead! Increase your self-worth, self-respect and life satisfaction. You can be strong and tough, yet gentle and caring, like an “iron butterfly”. Learn how to negotiate, deal with conflict, take risks, and self-express. You can be decisive yet flexible, self-confident yet empowering, firm yet fair, strong yet compassionate. Remember: Lions don’t need to roar. We will use humor (“They used to call me Snow White, but I drifted...”

(#WV220CM) Mar 10 9:00 – 4:00 pm \$89.00-MaCC MaMCC Lau

Practical, advanced reading strategies to save you time. Accelerated reading methods will increase your speed, comprehension and retention in both general and technical reading material. Using the whole brain approach to learning, the latest in brain and body research is explained and applied in the accelerated reading process. Your progress will be measured throughout the class.

MANAGING DIFFERENT PERSONALITY STYLES

PERSUASION TECHNIQUES FOR VARIED PERSONALITY STYLES

HOW TO INTERVIEW AND SELECT EMPLOYEES

(#WV206MS)	Feb. 18	1:00 – 4:00pm	\$69-MaCC	MaMCC Lau
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HOW TO COMMUNICATE WITH CHALLENGING EMPLOYEES

It is easy to get off track when communicating with emotionally charged people. Learn how to:

- Listen and control the focus of the conversation.
- Handle criticism non-defensively.
- Improve your communication skills with a four-point system.
- Strengthen your assertiveness by following a few simple rules.
- Transform every challenging interaction into an opportunity for coaching or issue resolution.

(#WV208MS) Mar. 24 1:00 – 4:00pm \$69-MaCC MaMCC Lau

PROJECT PLANNING

Why plan? Learn how to save 15 to 40% on resources. Create a “can do” team attitude with members becoming involved, committed, and successful as you transform your vision from thoughts, ideas, and dreams into physical, tangible, bankable forms. Discover the tools and language essential to planning with no restrictions or restraints as you learn to create and use end item lists, timelines, and charts. Develop outcomes, evidence procedures, and milestone events that make this process your own. On day 1 you will gain the tools and skills necessary to use on day 2. Leave well on your way to bringing your vision into reality.

(#WV209MS) Apr. 27 & 28 9:00 – 4:00pm \$159 –MaCC MaMCC Lau

OVERCOMING ROADBLOCKS TO GETTING THINGS DONE

Are you trying to cruise down the highway of productivity, only to be hindered by roadblocks?

- Is pack rat behavior robbing you of space and the ability to focus?
- Is procrastination keeping you from moving ahead?
- Are you overwhelmed by your ponderous workload?
- Do persistent bad habits have you in a rut?

This class offers tips and techniques to help you conquer clutter, put off procrastination, feel less overwhelmed, and develop new habits. It's time to clear those roadblocks and cruise down the superhighway of greater productivity!

(#WV226PD) Apr. 7 8 am – 12:00N \$49-MaCC MaMCC Lau

HOW TO MANAGE TIME & GET THINGS DONE

At the end of the day do you feel like you've been busy but haven't accomplished anything? Would having more hours in the day solve the problem? Successful people are not necessarily the smartest or those who work the hardest — they simply know how to manage their time well. Identify your time management style, learn the five practical steps to effective time management, and begin to get things done. Class includes videos, worksheets, discussion, and examples.

(#WV227PD) Apr.6 9:00 – 12:30 PM \$49-MaCC MaMCC Lau